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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

AGRICULTURE & FARMERS' WELFARE DEPARTMENT

Notification

The 19th November, 2024

No. 1334-Agri.II (5)-2024/8482.— The Governor of Haryana is pleased to accord the approval of Project Organizational Structure for the implementation of the Project entitled “**The Project for Promoting Sustainable Horticulture in Haryana**” from the year 2024-25 with the following mechanism:

1. Department of Horticulture (DoH)

The Department of Horticulture shall be the nodal agency for implementation of **The Project for Promoting Sustainable Horticulture in Haryana**. It shall work as a channel between the Project Executive Committee and the Project Management Unit (PMU) in respect of all necessary communication, correspondence and related matters of the Project.

2. State Level Project Governing Council (SLPGC)

The overall constitution of the State Level Project Governing Council (SLPGC) shall be as under:

1.	Agriculture Minister, Agriculture and Farmers Welfare Department, Govt. of Haryana	Chairperson
2.	Additional Chief Secretary/ Principal Secretary Agriculture and Farmers Welfare Department, Govt. of Haryana	Secretary
3.	Additional Chief Secretary/ Principal Secretary, Finance Department, Govt. of Haryana	Member
4.	Chief General Manager, NABARD, Haryana, Chandigarh	Member
5.	Additional Chief Secretary/ Principal Secretary, Planning Department, Govt. of Haryana	Member
6.	Additional Chief Secretary/ Principal Secretary, Animal Husbandry & Dairying Department, Govt. of Haryana	Member
7.	Additional Chief Secretary/ Principal Secretary, Women and Child Development Department, Govt. of Haryana	Member
8.	Additional Chief Secretary/ Principal Secretary, Rural Development Department, Govt. of Haryana	Member
9.	Additional Chief Secretary/ Principal Secretary, MSME/ Industries and Commerce Department, Govt. of Haryana	Member
10.	Additional Chief Secretary/ Principal Secretary, Irrigation & Water Resources Department, Govt. of Haryana	Member
11.	Director General, Horticulture Department, Govt. of Haryana	Member
12.	Project Director, JICA, Haryana	Member Secretary

- a. The Special Invitees to the State Level Project Governing Council (SLPGC) will include Representatives of National Cooperative Development Corporation (NCDC) Regional Office, Haryana State Agriculture Marketing Board (HSAMB), and other state-level federations.
- b. **Responsibilities of State**
- c. **Level Project Governing Council (SLPGC):**
 - 1) SLPGC will be held once in every 6 months.
 - 2) SLPGC will review the progress and provide overall guidance and policy support, and facilitate interdepartmental coordination.

3. **Project Executive Committee (PEC)**

The overall constitution of the Project Executive Committee (PEC) shall be as under:

1.	Additional Chief Secretary/ Principal Secretary, Agriculture and Farmers Welfare Department, Govt. of Haryana	Chairperson
2.	Director General, Horticulture Department, Govt. of Haryana	Member
3.	Special Secretary, Finance Department, Govt. of Haryana	Member
4.	Director, Planning Department, Govt. of Haryana	Member
5.	Director/Director General, Agriculture & Farmers Welfare Department, Govt. of Haryana	Member
6.	Chief Administrator, Haryana State Agricultural Marketing Board, Panchkula, Govt. of Haryana	Member
7.	Mission Director, MIDH, Haryana, Panchkula	Member
8.	Director Research, Maharana Pratap Horticultural University, Karnal	Member
9.	Director, Women and Child Development, Department, Govt. of Haryana	Member
10.	Director General, Animal Husbandry and Dairying Department, Govt. of Haryana	Member
11.	Director, Fisheries Department, Govt. of Haryana	Member
12.	Deputy General Manager, NABARD, Haryana, Chandigarh	Member
13.	Registrar, Co-operatives Societies, Govt. of Haryana	Member
14.	Team Leader of PMC, JICA, Haryana	Member
15.	Project Director, JICA, Haryana	Member Secretary

a. **Responsibilities of the Project Executive Committee(PEC):**

- (1) PEC will meet every quarter.
- (2) To approve the Annual Work Plan and Budget Plan.
- (3) To provide overall guidance and supervision for the administrative and financial management of the project.
- (4) To study the monitoring reports on project progress and to initiate steps, as may be necessary, to rectify or remedy any defect or deficiencies identified in the reports.
- (5) To report Project Governing Council (PGC) on the progress and issues, if any, in regard to the implementation of the project, as well as submitting the annual plan of operation and budget for consideration and approval.
- (6) To work towards achieving convergence between various government-sponsored activities.
- (7) To review physical and financial progress.
- (8) To review progress towards achieving outcome indicators.
- (9) To resolve implementation issues.

4. District Coordination and Management Committees (DCMCs)

The overall constitution of the District Coordination and Management Committees (DCMCs) in each district shall be as under:

1.	Deputy Commissioner/ District Magistrate	Chairperson
2.	District Panchayat and Development Officer (DPDO)	Co-Chairperson
3.	District Economics and Statistics Officer	Member
4.	Deputy Director Agriculture (DDA)	Member
5.	General Manager of DIC (District Industry Centre)	Member
6.	Executive Engineer, Micro Irrigation/ MICADA	Member
7.	Farmer's representatives (2 no.)	Member
8.	Deputy Project Director (DPD), JICA	Member Secretary

a. Responsibilities of the District Coordination and Management committees (DCMCs):

- (1) The DCMC will meet once every three months.
- (2) The DCMC would be established in each District covered by the Project and above committee would coordinate project implementation at the district level and ensure linkages between the project, line agencies and other government agencies.

5. State Project Management Unit (SPMU/PMU):

a. The State Project Management Unit Office, which is the Central Office of the Project Management Unit, is situated at Panchkula, District Panchkula, Haryana. The PMU will be responsible for day-to-day implementation of the overall project activities, with District Project Management Units (DPMUs) in the districts as needed. PMU will be headed by a full-time Project Director (PD).

b. The main functions of the PMU will include the followings:

- (1) To coordinate and implement the project activities including procurement and consultation with JICA and under the guidance of SLPGC.
- (2) To prepare Annual Work Plan and Budget Plan, and procurement plan for implementing the Project.
- (3) To finalize and execute partnership agreements/contracts with service providers and specialized institutions for implementing various project activities.
- (4) To establish an effective Monitoring & Evaluation (M&E) and management information system (MIS) to track the work progress from output, outcome, and impact perspectives.
- (5) To prepare and submit consolidated annual and quarterly progress reports to Department of Horticulture (DoH).
- (6) To supervise and monitor the project-related activities and their progress towards achieving physical, financial and outcome related targets.
- (7) To prepare project financial statements and statements of expenditures related to project expenditure for submission to Department of Horticulture (DoH).
- (8) To submit annual audit reports to Department of Horticulture (DoH)
- (9) To liaise with the state administration and line agencies to ensure coordination in project implementation.

c. The Project Director (PD) will be assisted by a core team staff comprising of various experts to manage the Project. The Project Director (PD) will be responsible for the day-to-day operations, including the following functions:

- (1) To ensure that the PMU carries out its functions as set out in the Project Agreement.
- (2) To supervise and monitor the activities of the PMU and its progress towards achieving physical, financial, and outcome-related targets.
- (3) To oversee field operations at DMUs and provide overall implementation guidance.
- (4) To operate the PMU's Project account.
- (5) To recruit staff required for implementing the Project.
- (6) To undertake project procurement.

- (7) To ensure that the PMU's Project accounts are audited annually and in accordance with JICA's audit requirements and submitted the same to Department of Horticulture (DoH).
- (8) To ensure that the PMU receives the required level of funding for carrying out the activities.

6. District Project Management Unit (DPMU)

There shall be twenty two District Project Management Units (DPMUs) offices each in every District. The Project will engage suitable agencies capable of undertaking all activities related to horticulture and livelihood support at the district level. DPMU will identify clusters for horticulture crops and also form Producer Groups (PGs) as per norms and guidelines framed for this project. At each district, technical staff under the guidance of the respective Deputy Project Director (DPD) will implement the Project.

Main functions of DPMU will include the following:

- (1) To establish a district (or other) level office with a multi disciplinary team.
- (2) To establish a cluster level office with a technical coordinator and a small team.
- (3) To develop a plan for the cluster and facilitate the sourcing of funds and support the Producer Groups (PGs) and group members to implement the plan.
- (4) To develop and implement a horticulture supply chain improvement plan for the PGs including irrigation and preventive measures against wild animal attacks.
- (5) To ensure flow of funds to the Producer Groups (PGs) and groups for implementing their plans.
- (6) To supervise and monitor implementation of all activities related to project implementation.
- (7) To link up with the service providers including private companies to implement the work plan.

Dated: The 18th November, 2024

DR. RAJA SEKHAR VUNDRU,
Additional Chief Secretary to Govt. Haryana,
Agriculture & Farmers Welfare Department.